

**CIVIL RIGHTS/FAIR HOUSING POLICY**

We, the County/City Commissioners of \_\_\_\_\_ adopt the following procedures for handling a civil rights/fair housing complaint(s) within our City/County.

- 1) The County/City Clerk shall receive all complaints within his/her office and the complaint shall then be formally introduced to the County/City Commission at the next regularly scheduled meeting.
- 2) We, the County/City Commissioners shall try to assist in resolving the conflict between the parties involved. If a resolution of the problem cannot be reached, then we will forward the complaint to the proper authorities.
- 3) Fair housing discrimination complaints will be submitted to HUD by phone, letter, and/or a HUD-903 form. All such complaints will be submitted to HUD at:

Department of Housing and Urban Development  
Kansas City Regional Office, Region VII  
Office of Fair Housing & Equal Opportunity  
Gateway Tower II - 400 State Avenue  
Kansas City, KS 66101

or by calling the Housing Discrimination Complaint HOTLINE 1-800-669-9777.

- 4) In the event of a civil rights complaint, we agree to also contact the following agencies:

Kansas Human Rights Commission  
900 Jackson Street - 8th Floor  
Topeka, KS 66612  
(785) 296-3206

Kansas Department of Commerce  
1000 S.W. Jackson St., Suite 100  
Topeka, KS 66612-1354  
(785) 296-3004

We do hereby adopt these procedures in resolving any civil rights/fair housing complaints.

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Chairman/Mayor

(SEAL)

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County/City Clerk